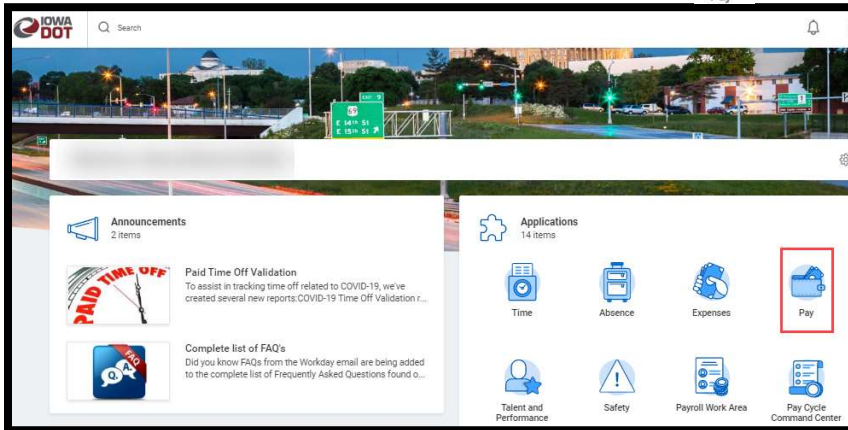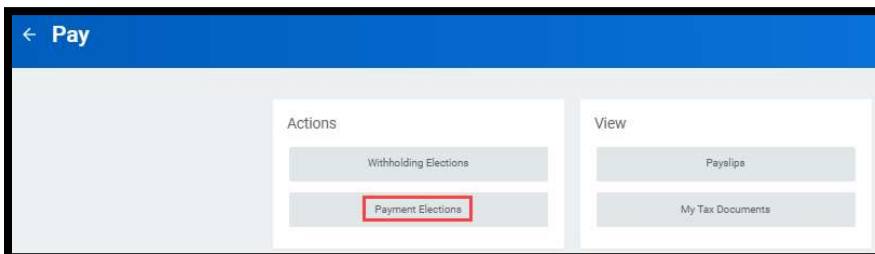For security reasons, you **MUST** be on VPN or connected to the DOT Network to complete these steps. **This process can NOT be done on a mobile device.**

## ADD VACATION BUYOUT PAYMENT ELECTION

**1.** From the Workday home page, click on the **Pay** icon



**2.** Click **Payment Elections**



**3.** Click the **Add** button in the **Payment Elections Requiring Setup** section

**Note:** You **MUST** be on VPN or connected to the DOT Network to see the **Add** button.



**4.** Click the menu icon ≡ to complete the **Country** field.

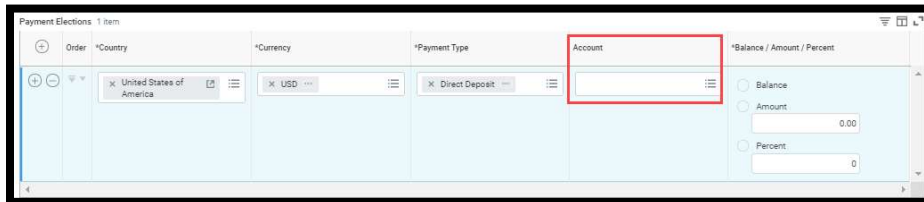**NOTE:** The **Currency** field will then auto fill to **USD.**

**5.** Click the menu icon ▤ to complete the **Payment Type.**

**Note:** The **Payment Type** option(s) will default to the Payment Type(s) you initially set up.

**Note:** A fillable field under **Account** will appear once the **Country, Currency,** and **Payment Type** fields are completed.
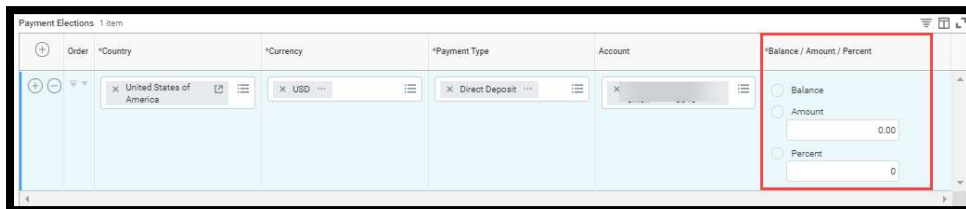


**6.** Click the menu icon ▤ to complete the **Account** information

**Note:** The **Account** option(s) will default to the Account(s) you initially set up.

**7.** Select the **Amount** or **Percent** that goes to the account or indicate which account receives the **Balance** of payment.
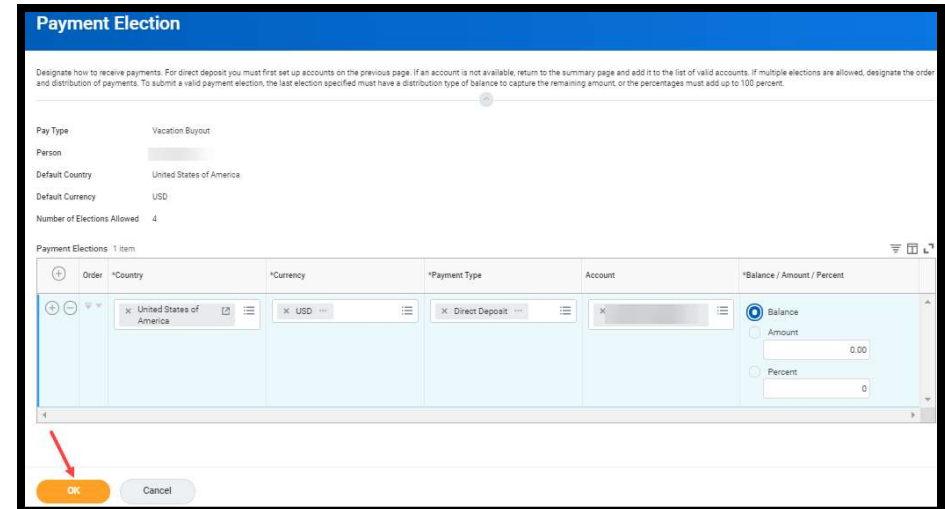


**Note:** Select **Balance** if you want the entire payment to go to one account.

**8.** Click   **OK**   when finished.